

Town Manager's Monthly Report for May 2020



TOWN MANAGER'S UPDATE ...

- Attended meeting to discuss 2020 Beach Water Quality Monitoring – May 1, 2020.
- Attended Beebe Health Conference on COVID-19 Updates – May 4, 2020.
- Attended Governor's Call – May 5, 2020.
- Attended Small Business Tourism Call – May 6, 2020.
- Attended Special Meeting of the Town Council – May 7, 2020.
- Attended Governor's Call – May 7, 2020.
- Attended ICMA Membership Committee Meeting – May 8, 2020.
- Attended Governor's Call – May 12, 2020.
- Attended Governor's Call – May 13, 2020.
- Attended Conference Call to discuss sidewalks – May 14, 2020.
- Attended Beach Communications Call with Governor – May 15, 2020.
- Attended Beach Town Call with Division of Public Health – May 16, 2020.
- Attended Governor's Call – May 19, 2020.
- Attended ACT Call – May 19, 2020.
- Attended Sidewalk Project Call – May 20, 2020.
- Attended Beach Ambassador Call – May 20, 2020.
- Attended Town Council meeting – May 22, 2020.
- Attended Act Governor's Call – May 26, 2020.
- Met with Contractor regarding pier proposal for North Shultz Road – May 27, 2020.
- Attended Governor's Call – May 27, 2020.
- Attended DFIT Financial Meeting – May 29, 2020.
- Attended DEMA Public Assistance Applicant Briefing – May 29, 2020.
- Attended Beebe COVID-19 Town Leader Town Hall – May 29, 2020.

UPDATES FROM DEPARTMENTS

Sidewalks

- \$496,266 for replacement of six blocks of sidewalk is included in the State's bond bill. Representative Gray was instrumental in accomplishing this. This amount will need to be approved by the State Legislature.
- Representative Gray was able to include \$250,000 in the State's bond bill for Coastal Highway Sidewalks.
- We have received approval from the State to begin work.
- We were pleased to learn the Fenwick Island sidewalks are part of the Proposed FY21 to FY 26 DelDOT Capital Transportation Program. The sidewalk project was ranked 13 out of 116 projects. We attended the public hearing in Georgetown to encourage the project be moved up. Planning and Engineering are scheduled to start in July 2023,

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right-of-way work will begin in July of 2025 with construction beginning most likely in July 2026.

- We are seeking proposals for engineering work on a five- block sidewalk project scheduled to begin in Fall of 2020.
- Met on October 8, 2019 to discuss Kercher proposal.
- Met on November 20, 2019 to discuss Century Engineering proposal.
- We are recommending the Century Engineering proposal be accepted.
- Kick off meeting was held on January 28, 2020.
- CTF funding approved and equipment ordered.
- Initial Plans were presented in May 2020.

Dredging

- We are currently working on an MOU with Freeman Companies and exploring Engineering firms.
- We are currently seeking proposals from two engineering firms.
- Met with members of the Dredging Committee to interview two engineering firms regarding the dredging project on July 1 and July 3.
- Anchor QEA of Lewes, DE was selected for the engineering work on the dredging project.
- We are working with Anchor QEA to set up a site visit.
- A kick-off meeting with our engineer, Anchor QEA, Freeman and Company was held on October 16, 2019.
- The site visit was held on October 28, 2019.
- Engineering work is currently being conducted.
- Along with Council members Merritt, Weistling, and Consultant Tony Pratt, met with Anchor on March 9, 2020 to discuss project and next steps.

Budget FY 2021

- Departments have been working on assembling their FY 2021 budgets.
- Departments turned in their budgets on March 6.
- The Finance Manager and I are working on assembling the budget package for FY 2021.
- Budget review will be conducted in June versus May. This was decided so that we will have better data on how the pandemic is affecting our revenues. We will have the months of March, April, and part of May as real experience.

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Coronavirus

- Adopted COVID-19 leave policy.
- Adopted telework policy and form.
- Investigated teleconferencing tools.
- Drafted checklist for teleconferencing meetings.
- Drafted script for teleconferencing Council meetings.
- Coordinated efforts to continue operations remotely.
- Coordinated staff safety measures – alternating staff remote working and in office.
- Secured buildings.
- Stocked supplies to reopen safely.
- Developed re-opening procedures for Beach, Town offices and facilities.
- We have opened the beaches.
- We are all adapting as we go.